DOCUMENT RESUME

ED 116 596 HE 007 268

TITLE The College of Liberal Arts of Drew University Regulations of the Faculty.
INSTITUTION Drew Univ., Madison, N.J.
PUB DATE Sep 75
NOTE 41p.

EDRS PRICE MF-$0.76 HC-$1.95 Plus Postage
DESCRIPTORS *Administrative Policy; *College Faculty; Departments; *Higher Education; Instructional Programs; Noninstructional Responsibility; *Personnel Policy; *Universities
IDENTIFIERS Drew University; *Faculty Handbooks

ABSTRACT

The 1975 faculty handbook for Drew University covers: (1) academic calendar; (2) academic standards; (3) attendance; (4) convocations; (5) course examinations; (6) departments; (7) special programs; (8) faculty organizations; (9) leaves of absence; (10) degree requirements; and (11) registration. (Author/KE)

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THE COLLEGE OF LIBERAL ARTS

OF

DREW UNIVERSITY

REGULATIONS OF THE FACULTY

REVISED to September 1975

HE 007 268

U.S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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From the BYLAWS of the BOARD OF TRUSTEES
of DREW UNIVERSITY, June 13, 1969

ARTICLE IV, Section 2:

a) Each school shall organize its own faculty under the chairmanship of the President of the University, and this faculty shall make all rules governing its own procedures.

b) The Faculty of each school, subject to the authority of the Dean and the President, the Charter of the University, the Bylaws of the Board of Trustees, and the approval of the Board of Trustees, shall have jurisdiction over all academic matters, including curriculum, teaching procedures, the admission, guidance, extraclassroom activities, and discipline of students, and the recommendation for degrees of its own students.

100. GENERAL DEGREE REQUIREMENTS

.1 Credits. A minimum of 120 semester hours and demonstrated ability to write clearly and effectively are required for the A.B. degree. At least 60 intermediate and upperlevel hours must be included, of which at least thirty must be upperlevel. Students transferring to Drew from another college or university normally will be expected to spend at least two years in residence at Drew, and in no case may a student be graduated without completing at least two semesters of residence and earning at least thirty hours of credit in the College; in the case of students who spend only two semesters in residence, this must be in the senior year. For all students, the last semester must be taken in residence. (CF 65-14)[1]

.2 Grades. A minimum average grade of at least C is required:
a) for all courses
b) for intermediate and upperlevel courses in the major

.4 Courses. The degree program includes a requirement in writing and a general distribution of courses with at least 6 credits in each of at least four of five broad subject matter groups. (See Par. 130 for details)

.5 Major field. The degree program requires completion of a majoring program as outlined in these regulations. (See Par. 1[illegible])

110. REGISTRATION

.1 Signatures. Registration and changes in registration must be initialed by the student's adviser. The student's adviser must also designate courses to be counted as major courses at the time he approves the student's registration.

.2 Maximum registration. A first semester freshman may not register for more than five courses and physical education, unless he ranks in the first or second quintiles in his admission tests, in which case he may register for six courses and physical education, although this is not recommended. After his first semester, a freshman or sophomore may register for six courses and physical education, provided his average grade is C or better.

.3 Additional hours. Approval of the Committee on Academic Standing is necessary for any registration in excess of 18 credit hours.

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[1]An exception to the number of hours required to be earned in Drew Courses is made in the case of students participating in the Drew-Duke forestry program, where the last part of the student's work is taken at Duke University (CF 53-14).

.5 Intermediate and Upperlevel Credits.

a) A freshman or sophomore may be admitted to upperlevel courses (numbered over 100) only with the approval of the adviser and the instructor of the course concerned.

b) No upperlevel credit shall be given for lowerlevel or intermediate level courses except with the approval of the Academic Standing Committee and the instructor of the course concerned. (CF 61-48, 63-62)

.6 Scholarship holders. All scholarship holders shall be expected to register for and maintain each semester an academic load sufficient to permit graduation after a total of eight semesters, i.e., not less than 15 hours a semester unless a correspondingly greater load has already been completed during one or more previous semesters. Exception may be made for adequate medical or personal reasons by approval of the Dean and for academic reasons upon recommendation by the Academic Standing Committee. In determining academic eligibility for continuation of scholarship aid, cumulative averages shall be computed on the basis of this requirement. (CF 62-20)

.7 Repeating Courses. No courses may be repeated for credit except as approved by the faculty and so designated in the Catalog. (CF 61-14)

.8 Independent study courses, other than those listed in the Catalog, do not carry credit toward the degree.

.9 Late Registration is permitted only during the first week of a semester.

.10 Changes in Registration.

a) Addition of courses. Courses normally may be added to a student's registration only during the first week of the semester. A course may be added during the second week of the semester only with the consent and signature of the instructor and the signature of the adviser. No course may be added after the end of the second week of the semester.

b) Withdrawals. Courses dropped after the end of the third week of classes butwithin two weeks after the end of the mid-semester marking period are graded W (see 120.1). Courses dropped later than two weeks after the close of the mid-semester marking period are graded N.

.11 Limitations on Enrollment.

a) Any limitation in enrollment should be determined and authorized in advance of registration period.

b) Any intention to limit enrollment in any new course should be indicated in the written proposal.

.12 Credit for Field Experience Projects. Students undertaking appropriate field work projects may earn academic credit for such projects with a maximum of 12 such credits applicable toward the degree, subject to the following regulations:

a) A student undertaking an appropriate field experience project for credit must apply in advance to the Committee on Field Work Projects for approval; when approved and satisfactorily completed, including a satisfactory report from the on-the-job supervisor and a satisfactory interpretative paper relating the project to an accepted academic discipline (or disciplines), such field projects will be granted a minimum of 3 academic credits; a maximum of 12 such credits may be included in the 120 credits required for the B.A. degree;

b) to qualify for consideration for academic credit, a field experience project must involve at least 120 hours of work on-the-job and have an on-the-job supervisor who will agree to provide the school with an on-the-job evaluation of the student's performance; where a field work project is expected to run beyond one semester (in order to incorporate sufficient on-the-job hours) for a three-credit unit, the student should register for the credit hours in the semester in which he or she will submit the interpretative paper and the supervisor's evaluation; no one three-credit unit may run beyond a 12 month period;

c) a student applying for academic credit for a field experience project must also secure a faculty sponsor for the project who will read and evaluate the paper to be prepared by the student relating the field experience to an accepted academic discipline (or disciplines);

d) a student applying for academic credit for a field experience project must file with and have approved by the Committee on Field Work Projects a proposal setting forth the nature of the field experience to be undertaken and naming an on-the-job supervisor who has agreed to provide an on-the-job evaluation of the student's performance; the proposal must be signed by the faculty member who has agreed to sponsor the project;

e) normally, no faculty member shall undertake to sponsor more than five field experience projects for academic credit in any given semester;

f) evaluation of a field experience project for academic credit shall be recorded of the student's work on a P/N basis.

g) In the case of students matriculated under the Continuing Education program or who meet the criteria thereof, credit may be allowed for on-the-job experience which has preceded matriculation at Drew if the following requirements are met:

1) The students have satisfactorily completed at least 12 credits of academic work at Drew.
2) An evaluation by the actual on-the-job-supervisor is obtained.
3) A CLA faculty member evaluates an interpretative paper, written after matriculation at Drew, as satisfactory for credit.
4) The Curriculum Committee has reviewed the case and determined that it is qualified for credit. (CF 74-60)

.13 Courses in Theological and Graduate Schools. College students may take such classroom courses in the Drew Theological School or Drew Graduate School as have been approved for credit by a committee composed of the Dean, the Registrar, in consultation with the Deans of the other two schools. Registration for such courses must be approved by the student's adviser, the Dean of the College, the instructor of the course, and the Dean of the School concerned. Questions of upper- and lowerlevel credit shall be decided by the first-named committee. (CF 58-44 and 60-61)

.14 Credit for study or work in a foreign university shall be given, subject to approval by the Registrar, the student's adviser, and faculty members in the appropriate field of study. The Curriculum Committee has oversight of credit for students engaged in study abroad under non-Drew programs.

.15 Credit for courses sponsored by the National Science Foundation, either In-service or Summer Institute, while not normally applying to a degree at the College of Liberal Arts, may be granted to non-matriculated students. The number of credits, if any, to be granted for each course, shall be determined in advance by the director of the major field concerned, after consultation with the Dean of the College. A matriculated student who takes such a course may apply for transfer credit towards his degree. (CF 62-88)

.16 Auditing Courses. Full-time degree candidates who wish to sit in on courses for which they are not registered may do so at the discretion of the instructor concerned. Courses so audited will not ordinarily be entered on a student's permanent record unless the student secures in advance the approval of the instructor and the Academic Standing Committee. (CF 62-25)

112. ATTENDANCE

.1 Students are responsible for class attendance and for the prompt and regular performance of all assigned work. Since each faculty member has jurisdiction over his classes, he will determine for each of his classes attendance regulations which are pedagogically appropriate to that class, subject to the provisions of Rules 30 and 32. Each faculty member will announce in writing to each class at the beginning of the semester the attendance regulations in effect for that class.

.2 Excused Absences. Absences incurred by authorized representation of the College in extraclassroom activities or authorized participation in Field Trips, or because of serious illness or a personal emergency shall be excused absences. In such circumstances, the student may be required to apply to the Dean of Students, who may then issue an excuse; such application for an excuse, if required, must be made within one week of the student's return to class.

.3 Holy Days. On the following Holy Days no work shall be required, nor examinations given, which may not readily be made up by students who desire to absent themselves from class for the purpose of religious observance.

a) In the first semester: (a) the period beginning at 2 p.m. on the day prior to Rosh Hashana and extending through that holy day; (b) the period beginning at 2 p.m. on the day prior to Yom Kippur and extending through the Day of Atonement.

b) In the second semester: (a) the period beginning at 2 p.m. on the day prior to Passover and extending through the following day; (b) the period from 4 to 10 p.m. on Maunday Thursday; (c) the period beginning at 11:45 a.m. on Good Friday.

.4 Make-up Work. Faculty members are not obligated to give make-up exams or laboratory sessions for unexcused absences. Make-up exercises, if granted, shall not be penalized.

115. CLASSIFICATION OF STUDENTS:

Seniors - all students, irrespective of number of hours credited, who expect to complete degree requirements during the calendar year in which the next Commencement falls.

Juniors - all students with 54 or more credit hours who are not seniors.

Sophomores - students with 24 to 53 hours credited.

Freshmen - students with less than 24 credit hours.

120. GRADES

.1 Marking symbols (CF 71-25)

The basis for receiving credit in any course is the attainment of a grade of "graduation level," basic competence, or better. Courses for which credit is to be given will be graded on the following scale:

C - basic competence in subject, satisfactory for graduation credit
B - work of high or superior quality
A - work of unusual excellence
I - Incomplete
N - No-credit: work not satisfactory for credit
P - passing, in a course taken with a Pass-No credit option, defined as work of basic competence (C-) or better

W - withdrawal
X - deferred grade in a course where final grade will determine or affect the earlier grade - as in Honors (CF 69-17)

.2 Incomplete. With the approval of the Dean, the mark I may be given at the end of a semester, in cases which, in his/her judgment (because of serious or chronic illness or urgent personal circumstances) justify waiving the ordinary rule. When the Dean permits a student to receive a mark of I, the Dean and the instructor of the course concerned determine the time and the conditions under which the mark may be removed.

.4 Mid-semester Reports. Warning Notices. It is the responsibility of the instructor of each course to provide warning notices to those students whose status in the course is less than satisfactory as of the mid-point of the semester, i.e., as of the fifth to eighth week of the semester. However, in addition, an instructor may issue a warning notice to a student at any time he judges his status warrants it. (CF 69-45)

.5 Instructor's Reports.

a) Plus and minus signs after letter grades should be recorded on student transcripts where appropriate and where such indication is desired by the individual instructor. (CF 67-33)

b) As far as is practicable, grades are expected in the Registrar's office within 48 hours of the end of work in a course.

c) A grade which has been filed with the Registrar may be changed by the instructor in the course for which the grade is given only with the approval of the Faculty through the committee on Academic Standing. (CF 61-15, 72-52)

d) Where justifiable medical reasons are present, the Dean of the College, after consultation with the instructor in charge of the course concerned, if such consultation is at all possible, may cause a change in course grade from N to W. (CF 61-56 as amended)

.7 Pass-No Credit Grades. One course each semester may be chosen on a Pass/No-credit basis by any student carrying at least a minimum full-time registration, subject to the following conditions and regulations:

a) The student must have at least sophomore standing.

b) No course so chosen may be used to satisfy a general graduation requirement.

c) No course in the student's major field and no specified related field course may be undertaken on the P/N basis, except, in each case, where an entire course has been placed on a P/N basis in accordance with .07 below.

d) The student may elect no more than six courses on the P/N basis during his course of study at Drew.

e) The election of a course on the P/N basis must be made at the time of registration for the course.

f) The student may, at his option, and by written notification to the Registrar, again place his P/N course on the conventional grade basis during the first two weeks of the semester.

g) An instructor may, on recommendation of his division and with the approval of the Curriculum Committee, designate an entire course for grading on the P/N basis. The approval of such a request from an instructor shall be granted only in the case of seminars and courses for which the normal grading is patently inapplicable. Registration in such a course shall not restrict a student's individual right to designate any other course as a P/N course for the semester involved.

h) The P/N option is not to apply to any courses offered in Drew University off-campus semester programs. (CF 68-1)

i) Any exception to these regulations, through item .06 must receive the approval of the Committee on Academic Standing. (CF 67-5)

j) Upon certification by the music department, one credit per semester may be awarded on a P/N basis to a student for instruction received in instrumental music on instruments for which regularly scheduled instruction in the College is not provided. (CF 68-77)

.8 Grade Averages. Grade averages are computed by assigning point values to the grades earned in Drew courses, including those taken in the Theological School or Graduate School and approved for College credit:

A - 4 points per semester hour
B - 3 points per semester hour
C - 2 points per semester hour (CF 71-25)

Total the number of hours, excluding those marked P, N, I, or W and total their point values. Divide total points by total hours.

.9 Responsibility for Grades. Every course is in charge of one instructor, although several may collaborate in giving it. The instructor in charge is responsible for grades.

.10 Course Ending.

a) The instructor may announce a date when a course will close and all work must be due. If he does not, the final examination closes a course; if there is no final examination and the instructor has not announced another date, the course ends on the last day of the semester.

b) Grades are based on the work a student has completed when the course closes.

122. ACADEMIC STANDING

.1 Satisfactory Progress. Except where permission is otherwise granted (those accepted for admission as part-time students automatically excepted), students are expected to maintain full-time registration in the College (12 credits or more per semester). Students carrying full-time registration averaging 15 credits per semester will normally complete the degree in four academic years (8 semesters); in no case may a full-time student expect to spend more than five years (10 semesters) in earning the degree unless granted an exception to this rule by the Faculty through the Committee on Academic Standing.

Full-time students who have not completed satisfactorily 12 credits by the end of their first semester, 24 credits by the end of the first year, 48 credits by the end of the second year, 72 credits by the end of the third year, 96 credits by the end of the fourth year, and the degree by the end of the fifth year will be subject to review by the Academic Standing Committee which will have the power to place such students on warning or probation, to recommend a leave of absence, to require a leave of absence, or to dismiss the student from the college on academic grounds.

.2 Requirement to Withdraw. Students may be required to withdraw from the College for unsatisfactory scholarship:

a) For failure to maintain satisfactory progress as defined above (122 .1);

b) For failure to improve after one semester on probation;

c) For failure to qualify for good standing after two semesters on probation;

d) Irrespective of the general average, for any semester in which a student is registered for courses and no credit is earned.

.3 Procedure. The Committee on Academic Standing administers the provisions of 122 .1 and reports its actions to the faculty and to the advisers of the students concerned.

.4 Readmission. Students who have been required to withdraw from the College because of unsatisfactory scholarship may petition the Academic Standing Committee for readmission after one year AND the completion of one or more semesters of satisfactory work at another approved institution.

125. COURSE EXAMINATIONS

.1 Final examinations are proctored by faculty members, who are expected to give their full attention to the examination. Responsibility for proctoring is divided in proportion to teaching loads. Faculty members may exchange proctoring assignments, with due notice to the Registrar's office.

.2 No books or papers may be brought into an examination room except by direction of the instructor of the course concerned.

.3 In three-hour final examinations there is a ten-minute recess after the first ninety minutes, unless other arrangements are approved by the Registrar in advance of the publication of the examination schedule. Papers are collected before the recess, and other questions and answer books are provided for the second part. Instructors may give examinations of other types in upperlevel courses at their discretion, proctoring them in addition to their regular examination assignments.

.4 Semester examinations may not be given to individuals at times other than those scheduled for the class as a whole.

.5 Changes in the examination schedule after it has been published are made only on educational grounds and with the approval of the Registrar.

.6 Rooms are used for examinations as far as practicable to half their normal seating capacity.

130. COURSE-LEVEL DISTRIBUTION REQUIREMENTS

A minimum of 120 semester hours is required for the A.B. degree. At least 60 intermediate and upperlevel hours must be included of which at least thirty must be upperlevel. Students transferring to Drew from another college or university normally will be expected to spend at least two years in residence at Drew and in no case may a student be graduated without completing at least two semesters of residence and earning at least thirty hours of credit in the College; in the case of students who spend only two semesters in residence, this must be the senior year. For all students, the last semester must be taken in residence. (CF 65-14)[1]

131. GENERAL COURSE DISTRIBUTION REQUIREMENTS FOR THE DEGREE

.1 The Faculty of the College believes that one of the prime ingredients in a Liberal Arts education is the exposure of the student to the various fields and modes of human knowledge, and thus the College encourages students to extend their educational experiences as broadly as possible while at the same time gaining deeper experience and greater competence in at least one of the many areas. Within this commitment the emphasis is on the working out for each student in close consultation with his or her faculty adviser as individualized a program of study and educational development as is possible. Nevertheless, as a means for assuring at least minimal breadth, the College requires that among the 120 credit hours necessary for the degree there must be at least six credits in each of at least four of the following five groups:

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[1]See 100.1 for an exception.

a. Foreign Language or Mathematics (at least 6 credits in one foreign language at appropriate placement level or 6 credits in mathematics, including computer science)

b. The Sciences, including at least one semester course with laboratory: botany, chemistry, physics, zoology are given at Drew

c. History, Philosophy, Religion

d. Social and Behavioral Studies: anthropology, behavior, economics, political science, psychology, sociology are given at Drew

e. Literature and the Arts: art, literature, music, theatre arts are given at Drew (courses in writing and in speech fundamentals are not included in this group)

(Note: except in the case of Foreign Language and Mathematics a student need not limit himself or herself to any one subject within a group in meeting the credits for that group.) (CF 71-5)

132. WRITING REQUIREMENT

The College expects each of its students to be able to write clearly and effectively and to utilize this ability in all work undertaken in the College. Further, each student must demonstrate a satisfactory standard of writing competence by no later than the end of the sophomore year by the satisfactory completion of Engl. 1/ Writing, or attaining exemption therefrom.

.1 Exemption from Engl. 1 may be granted by the English department or by fulfillment of one of the following conditions:

a) submission of a writing sample assigned by the English department and judged satisfactory for exemption (the department will schedule at least one day each semester on which applicants for exemption at that time will write assigned papers);

b) a grade of 4 or 5 on the CEEB Advanced Placement examination in English or for a grade of 3 when the English department judges the paper to be worthy of exemption;

c) by action of the English department on the basis of writing done in another course. (CF 71-28)

.2 Composition Laboratory. Entering students deficient in writing skills and any student whose writing falls below the level of proficiency expected of Drew students may be required to enroll in the Composition Laboratory (non-credit) conducted by the English department. (CF 63-10)

133. DEVELOPMENT OF READING SKILLS

A course in reading and study skills may be required of any student by the Director of the College Counseling Center.

135. ADVANCED STANDING AND PLACEMENT

.1 CEEB Advanced Placement Examinations. The College normally grants appropriate advanced placement or credit or both to students presenting CEEB Advanced Placement Examination scores of at least 3.
(It is understood that departures from the normal granting of credit and/or placement will be exercised only where really necessitated by the students' curriculum, i.e., where to grant credit for the examination would be to necessitate a student entering work beyond his or her preparation or be granted duplicate credit for repeating substantially the same work in a Drew course as had been tested and credited on the examination.) (CF 63-67, 72-70)

.2 Exemptions from required and/or prerequisite courses in English Composition, languages, science, and social studies are granted when secondary school records and test scores indicate that the introductory work is not needed.

.3 College Level Examination Program (CLEP). Subject Matter Examinations and General Examinations.

a) On recommendation by a department and the approval of the Curriculum Committee, credit may be authorized for given CLEP Subject Examinations or General Examinations. The amount of credit for each examination is to be determined jointly by the department and the Curriculum Committee. In reporting its recommendation, a department is to indicate whether or not credit for the examination would give advanced standing in the department's courses (i.e., what prerequisite requirements, etc., it would meet), whether the credit for the examination be counted towards the general distribution requirement in which the department is involved, and equivalency to an existing departmental course, if any. Also whether or not the department wishes to require that the essay as well as the multiple choice part of the examination must be taken in order for the examination to be considered for credit.

b) Where authorized, credit should be given for a score at least at the 50th percentile of the C range for the multiple choice portion in the E.T.S. norming sample for that examination and a satisfactory essay section where required or submitted by the student. A department may establish another norm for credit for the multiple choice portion of the examination if it wishes, provided it bases this norm on an administration of the examination to students at Drew taking a comparable course. (1/12/73)

.4 Maximum Credits Toward Degree for Credit by Examination. A maximum of 30 credits may be counted toward the 120 required for the B.A. degree for credits resulting from satisfactory Advanced Placement Examinations and satisfactory CLEP subject matter examinations or general examinations combined. (1/12/73)

136. FOREIGN LANGUAGE PLACEMENT

a) All freshmen offering admission units in a foreign language are expected to take a placement test in that language. (CF 57-23)

b) Students continuing a foreign language in the College for which they have offered entrance units shall be placed in the course for which they are ready according to the placement test. They will be awarded degree credit for successful completion of such a course regardless of entrance units accepted at the time of admission. (CF 57-24)

c) The Academic Standing Committee is authorized to accept a language other than those listed in the Catalog to meet degree requirements, if in their judgment the language is suitable and the applicant's proficiency has been properly certified.

d) The course is Scientific German shall be regarded as equivalent to other intermediate courses in German meeting the language requirement for graduation.

139. REQUIREMENTS FOR THE MAJOR

Each student shall choose a major and file declaration not later than one month prior to his initial registration for the junior year. An adviser from within the department of the major will be assigned prior to that registration period and the Registrar shall not accept the registration of any prospective Junior unless a declaration of the major has been formally filed and the registration form signed by an adviser in the proper department. (CF 67-37) (CF 67-55)

.1 Majoring programs available in the College are:

a) Departmental Majors;
Anthropology, Art, Botany, Chemistry, Classics, Economics, English literature, French literature, German literature, History, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Religion, Russian, Sociology, Spanish literature, Theatre Arts, Zoology. (CF 58-14) (CF 69-5, 69-7)

b) Interdepartmental Majors:
Majors involving two or more departments may be established by the submission of a proposal through the usual channels for adoption by the faculty. When adopted, such programs shall be listed in the College Catalog. Students entering such a program come under the supervision of its director. (Presently the Behavioral Science major falls in this category.)

c) Special Majors:
A student wishing to undertake a major not listed in the Catalog shall, inconsultation with an adviser, submit a proposal to the Curriculum Committee no later than March 1 of his or her sophomore year. Upon approval of the proposal the student comes under the supervision of the Committee,

which shall also be responsible for approval of the student's comprehensive senior project, should one be included in the majoring program. (N.B. The Curricular Committee distributed in May, 1975 a codification of specific requirement for Special Majors.)

.2 Double Majors. Students electing a double major shall complete all the requirements for each major.

.3 Integration in the Major Field. Integration of a student's experience in the major field should be encouraged. As one means of achieving this a department may require a Senior Comprehensive Project. When this is done such a project shall carry one to three credits; the number of credits to be the same for all students enrolled for the project.

.4 Changes in Requirements. All changes in curricular requirements for the major and in course offerings must be approved by the faculty on recommendation from the division concerned to the Curriculum Committee.

.5 Modifications of established major requirements in the cases of individual students may be effected by the division concerned.

140: MINORS

.1 No minors are required for graduation; election of one or more minors is wholly a matter of the student's individual choice.

.2 A student wishing formally to fulfill a minor shall take at least 18 intermediate and upperlevel credits in the minor subject. The specific courses shall be approved by the department concerned. Courses taken to complete a minor shall not also be used to count towards the major, although they may be used to meet a "related field" requirement.

141. ACADEMIC RECOGNITION

.1 Dean's List. A semester average of 3.10 or better on a registration of 12 or more hours, with no grades of N or outstanding incompletes, or grades not reported. (CF 70-13)

.2 Sigma Phi. A scholastic honorary society to which a maximum of 15 percent of the members of each graduating class are eligible for election after earning thirty or more credits in the College, for excellence in scholarship, character, and contribution to the achievement of the objectives in the College.

.3 Junior-Senior Scholar. Any director of concentration may designate certain Juniors and Seniors in that concentration as Junior Scholars or Senior Scholars. Minimum requirements for such designations are: a cumulative grade-point average of 3.00 in the concentration, an average of 2.90 in all Drew courses, and approval of the Dean of the College. Junior and Senior Scholars may be candidates for Special Honors or they may aid in investigations and projects on which they receive tutorial

instruction and guidance by a member of the faculty. They shall not simply engage in an independent reading program. Upon satisfactory completion of the designated program, a Scholar shall receive three credits for each semester for which he carries the designation. (CF 63-71)

.4 Academic Assistants. Exceptionally well qualified students, preferably seniors, may be appointed by the Dean, on recommendation of the department, to serve as Academic Assistants in the field of the student's concentration. The number of appointees each year shall be determined also by the Dean, taking into consideration the recommendation of the departments. The Scholarship Committee shall have no jurisdiction over these appointments, but shall be informed of the names of those appointed Academic Assistants.

a) Responsibility. The number of hours of work to be performed by the Academic Assistant shall be determined by consultation between the Dean and the department, but in no case shall the Assistant be appointed for less than two or more than seven hours per week. His duties may encompass any and all of the following: assisting in the preparation of library materials for teaching purposes; preparation of experiments and laboratory materials; marking such quizzes and exercises as have been planned for student correction; assisting with administrative procedures normal to the teaching process; taking part in elementary instruction in the presence of the regular instructor; conducting remedial conferences and make-up exercises. The Assistant shall not be used as a secretary, a manual laborer, or as a mere messenger, or to proctor examinations, or independently to grade essay examinations or compositions. The Academic Assistant may be assigned to a faculty member to work with that faculty member on research or in writing projects. (CF 67-14a)

b) Return. The Academic Assistant shall receive an annual stipend to be calculated on the basis of the work week determined by the Dean as provided in Paragraph 1 above. He shall be designated as an Academic Assistant in the College Catalog and also on his or her official record.

c) Conditions. Academic Assistantships will be held on condition of satisfactory service. An appointment may be terminated by the Dean on recommendation of the department or faculty member to whom the Academic Assistant is assigned. (CF 61-10 and 67-14a)

145. HONORS AT GRADUATION

.1 Honors to be Awarded. The A.B. degree may be awarded with honors in two kinds: Specialized Honors (in a major field) and General Honors. General Honors may be awarded in three grades: cum laude, magna cum laude, and summa cum laude. The various honors shall be awarded by the faculty upon recommendation of the Committee on Honors. When earned in due course, the statement of honors awarded at graduation shall carry both the Latin designation and the English citation.

.2 No candidate shall be recommended for honors who has fewer than four semester's residence in the College or whose qualifying cumulative average is based upon fewer than 48 semester hours of credit. (CF 65-28)

.3 Requirements for Specialized Honors. Specialized Honors may be awarded in only one grade. The diploma shall carry the designation "With honors in (a specific major field)." The requirements for Specialized Honors shall be:

a) An overall cumulative average of 3.1 or higher (a minimum of 3.0 for entry by the middle of the junior year) and a cumulative average of 3.4 in the courses included in the major.

b) A thesis defended at an oral examination and voted by the examining committee as "worthy of honor."

.4 Requirements for General Honors. General Honors in the three specified grades shall be awarded with no reference to major. The requirements for the several grades of General Honors shall be as follows:

a) Cum laude
An overall cumulative average of from 3.40-3.59 with not more than one grade of N or the equivalent (excluding physical education).

b) Magna cum laude
An overall cumulative average of from 3.60-3.79 with not more than one grade of N or the equivalent (excluding physical education).

c) Summa cum laude
An overall cumulative average of 3.80 or better with not more than one grade of N or the equivalent (excluding physical education).

146. HONORS THESES

a) Candidacy for specialized honors shall require written application and acceptance for candidacy by the Honors Committee. Such application shall be made by the student and endorsed by his thesis project adviser no earlier than the end of his sophomore year and no later than the third week of the first semester of the senior year. Acceptance of such an application shall entail membership in the Honors Colloquium, the purpose of which is to bring young scholars together and to encourage the development of theses of high quality. The Honors Colloquium shall be administered by the Honors Committee under its chairman.

b) A candidate for Specialized Honors must present to the Committee on Honors the subject of his proposed thesis approved by an adviser in his major. This proposed topic shall be subject to reasonable change if the candidate and his adviser deem it necessary as the work progresses.

c) The final draft of the thesis shall be typewritten in three copies (original and two carbon or other copies). A summary or abstract of not more than 600 words shall accompany each copy.

d) The thesis in its final form shall be read by all members of the candidate's Board of Examiners. Examiners shall take into account documentation, organization, style, and substance. If a thesis is unsatisfactory in any one of them, it may be rejected on that ground alone. A thesis will not necessarily need to contain original research or a fresh contribution to knowledge, although either, if of appreciable substance, will merit very high praise. The thesis will be expected, however, either to give fresh statement to a subject of intellectual importance upon which there is room for difference of opinion, or to report an investigation of some magnitude and difficulty and to explain the significance of the findings to general knowledge in the area of investigation. The thesis is not to be a mere laboratory report nor a specialized paper of the sort designed for publication in the periodicals of the various special disciplines. Rather it should demonstrate the student's mastery of technique and information and his intellectual comprehension of the subject about which he is writing.

e) The thesis in its final form shall conform to the requirements of a style manual approved by the Committee on Honors. One typed copy of the accepted thesis on durable paper and in form acceptable to the Director of the University Library must be deposited in the Library before the degree with honors can be conferred. The Librarian will notify the Registrar when this has been done and will arrange for binding the thesis.

148. HONORS ORAL EXAMINATION

The administration of oral examinations required of candidates for honors shall be a responsibility of the Committee on Honors. Requirements for the oral examinations shall include the following:

.1 Oral examinations for candidates for Specialized Honors shall occur as early in the second semester of the senior year as possible and shall be prior to the Senior Comprehensive Examination.

.2 Examining boards shall be appointed by the Honors Committee and shall consist of four members of the Faculty. The members shall be: a chairman (drawn from outside the student's division), the student's adviser, a faculty member from the student's department, and a faculty member from a different department without regard to division.

.3 The chairman of the examining board shall be from outside the student's division. The chairman is responsible for seeing that all members have ample opportunity to read the candidate's thesis before the date of examination. The examination date shall be determined by the chairman of the examining board after consultation with the candidate and shall be published in the University Calendar and publicly posted.

.4 Duration. The oral examination shall be of one hour duration unless, in the judgment of the examiners, more time is desirable, in which event the examination may be prolonged by one half hour. Oral examination shall be open to members of the faculty and to students in the College and, with the permission of the chairman, to guests of the candidate. At the conclusion of the oral examination, all who are not members of the faculty shall leave the place of examination. Members of the faculty who are not on the board of examiners may remain for the ensuing discussion and may, upon invitation of the chairman, take part in it but may not vote.

.5 The oral examination for candidate for Specialized Honors shall be based primarily on the candidate's thesis but may extend into his major field.

.6 By ballot, three out of four votes must be affirmative for a thesis to pass. The examining board shall then determine the rating to be placed upon the examination: "worthy of honor" or "not worthy of honor." In the determination of this rating the examining board shall take into account both the quality of the thesis itself and of the student's performance in the public examination. (74-43) (74-48)

150. EXCHANGE PROGRAMS

Student exchange and short-term transfer cooperative programs with other institutions may be instituted under the following conditions: (CF 59-1)

.1 The initiation of student exchange or short-term transfer programs with other colleges should be subject to approval by the Budget and Program and Curriculum Committees and the Faculty.

.2 A student may be admitted to a program approved under Par. 150.1 upon the recommendation of a committee comprised of the Dean, the student's adviser, and the Curriculum Committee.

151. OFF-CAMPUS PROGRAMS

.1 Any academic program of the College involving work away from the University campus should be reviewed and approved by the Faculty and shall be subject to all the applicable rules and regulations of the faculty. (CF 62-32)

.2 Students participating in authorized and accredited off-campus academic programs must have prior approval from the Dean of the College. (CF 62-89)

160. FIELD TRIPS

.1 The use of field trips as a significant means for furthering the academic goals of the College is to be continued and encouraged. (CF 64-110)

.2 Field Trip Courses. Courses which require field trips as part of the work in the course shall be appropriately designated in the catalog (and on course listings for registration). Absences from other courses because of field trips in courses thus designated shall be considered excused absences. The number of such excused absences shall not exceed two per designated course in each semester. (CF 65-37)

165. CONVOCATIONS

No specific number of events nor specific dates for convocations shall be part of these Regulations. (CF 63-51)

170. EXTRA-CLASSROOM ACTIVITIES (CF 71-13) (CF 74-48)

N.B. The college faculty (CF 74-37) terminated the Extra-Classroom Activities committee and re-established it as a student board under the general control of the Student Government. However, this action did not change the regulations governing the policies and support of Extra-Classroom Activities. Thus they govern the Extra-Classroom Activities Board (ECAB) until changed by faculty action.

.1 Philosophy. Extracurricular activities are an integral part of the educational process, both because many of them are in themselves educationally centered and because many of them contribute vitally to the social, athletic, spiritual, or intellectual development of students. In the main, then, such activities should be planned and carried out not only for the recration of students but with their overall development as the primary goal.

Other objectives such as raising money, gaining favorable publicity for the College, or entertaining the community-at-large should either be considered as decidedly secondary in importance or be dismissed totally from consideration. In general, the charging of admission for regularly enrolled students to events and activities should be discouraged; matriculation in the College and payment of the regular Activities Fee should entitle each student to free and full participation in the life of the campus. However, the need for some student activities to raise funds in excess of or instead of subsidy by Extra-Classroom Activities Board (ECAB) must be recognized and the desirability of bringing professional attractions to the campus which will entail levying charges is evident, but both must be controlled carefully and their impact on student life subjected to constant study.

In general, student activities should be for students. A student should have the opportunity to participate without having to compete against more experienced performers from outside the undergraduate student body. However, the strong desirability of occasionally involving experienced professionals in dramatic, musical, or artistic productions is recognized because of the educational value of such confrontation with the professional world by students. And student activities in the dramatic,

musical, or artistic areas should be encouraged to develop themselves as entities of high caliber. As such they need constantly to be aware of the standards that pertain in the professional world, of the dedication to their fields which professionals must exhibit, and of the need for the student involved in such activities to subject himself to the discipline embraced by the professional.

Furthermore, any future changes or modifications of the philosophy or operating procedure of ECAB must be approved by the delegating body, i.e., the Faculty of the College of Liberal Arts.

Upon assuming office annually, the ECAB shall be required to participate in an orientation program organized by the committee adviser.

.2 Recognized Activities. The use of the name and funds of the College is restricted to groups recognized by the Extra-Classroom Activities Board.

a) Probationary Recognition

To qualify for probationary recognition an activity should petition the ECAB for such recognition and submit its constitution and prospective program for its first year. Normally activities with probationary recognition will receive no funds from ECAB but may use the name and the facilities of the university during their period of probation. During the period of probationary recognition an organization will function under the regulations of ECAB.

An organization will be expected to operate under probationary recognition for a year before it receives full recognition. Probationary recognition may be given during the first year of its existence. If such probationary recognition is granted before November 15 of the academic year, full recognition may be given at the end of the same academic year, effective the following fall semester.

Note: Organizations instituted for ad hoc purposes may use only the facilities of the University Center. Such groups shall be governed by administrative memoranda pertaining to ad hoc organizations.

b) Withdrawal of Recognition

If in the opinion of the ECAB, the Supervisory Boards, or of the adviser, an organization ceases to comply with the regulations of the College, its recognition may be suspended by the Board, after warning. The Committee may also suspend the recognition of activities that cease to function.

Suspended activities may not use the name or funds of the College. No credit toward gold or silver D's accrues to members of activities suspended during any part of an academic year.

c) Faculty Advisers

The short-term activities may invite members of the faculty to serve as advisers.

.3 Supervision of Recognized Activities. Proposed programs shall be reviewed and budgets (if any) of recognized short-term activities must be approved by the immediate supervisory board before the activity begins its work in the fall or is authorized any expenditure of ECAB funds. The immediate supervisory boards shall be the Communications Board and the Student Government Board.

Supervisory Boards shall file copies of programs and budgets with ECAB when they have been approved. Annual reports from all activities shall be submitted to their supervisory board by May 1; the Boards shall submit their annual reports to the ECAB by May 10.

.4 Financial Policies. All budgetary allotments from ECAB funds shall be allocated by the ECAB on the basis of past expenditures and anticipated income. The Chairman of ECAB shall establish budgetary procedures for the several activities, provide the Treasurer's Office with a list of authorized signatures and keep ECAB informed on all financial matters.

a) By agreement with the Treasurer's Office, it is understood that no requests for ECAB funds will be honored without the signature of two authorized persons. When there is an appointed faculty member, his signature must be one of the two required.

b) Treasurer's and Secretary's files must be turned in to the ECAB Chairman at the end of the school year. When the Chairman of ECAB so designates, account books may be kept in certain designated files on campus, but never in students' private possession.

c) All student organizations using the name and/or facilities of Drew University shall be required to maintain their accounts in the University business office.

d) Admission to all amateur events sponsored by organizations receiving student activities funds shall be without charge to all regularly enrolled students. Exceptions to this policy shall include charging admission and/or soliciting funds for:

(a) Events where proceeds are to be used entirely for recognized charities as approved by the Dean of Students Office or ECAB

(b) The selling of advertising for certain activities as approved by ECAB

e) Professional entertainment under the sponsorship of the College Social Committee may be offered at a nominal cost, there being no more than five events during an academic year. Such events must conform to the extra-classroom activities philosophy.

f) Recognized organizations which do not receive ECAB funds may be permitted to raise money by charging admission or soliciting funds only within the confines of the Drew University campus, subject to the following:

(a) Written notice of intention to charge or solicit funds, the purpose, the method, must be on file with the office of the Dean of Students or ECAB at least three school days prior to the event

(b) Contractual arrangements in excess of $100 must be approved by the Dean of Students Office or ECAB

g) Budgetary proportionments shall be as follows:

Activity		Percent of ECAB Budget
Long-Term Activities		
Athletic Board		32.0
Dramatics		4.5
College Choir		2.5
UPE		1.5
Awards		1.5
Miscellaneous		3.0
	Total:	45.0
Short-Term Activities		
Student Government Board		27.5
Communications		23.0
	Total:	50.5
Reserve Fund (for Long-Term and Short-Term Activities)		4.5

.5 Eligibility. Activities which come within the scope of the following eligibility rules include:

- candidacy for varsity teams or representation of the College in intercollegiate games or intercollegiate debating
- participation in public performances of dramatics or music
- staff positions on student governmental or class organizations
- officers of other recognized organizations

a) All students enrolled in the College paying the General Fee may participate in the extra-classroom activities of the College except for freshmen who entered on probation and students on disciplinary probation. Athletic eligibility will be determined by the Athletic Board.

b) Participants who are not undergraduate eligible members of the College may be used in recognized activities only with the approval of the ECAB, when the adviser concerned considers it desirable in the interest of the College's students to petition for the privilege. Approval of the Board must be obtained before such participants may be assigned any part or position, or be used in any rehearsals, practices, etc.

.6 Awards

a) On the recommendation of the respective coaches, the Athletic Board approves awards for students making a significant contribution in intercollegiate athletics. On recommendation by the adviser, the Board also approves awards for cheerleaders.

b) The Gold D, highest non-athletic award, and the Silver D, second highest, are awarded on a competitive basis by a committee convened by the Student Activities Adviser.

c) Organizations are free to establish their own awards, but such awards must be distinguished as from the group, not from the College, and college funds may not be used for them.

.7 Scheduling of Events. Events may be scheduled subject only to the availability of facilities and university regulations.

a) Schedules of men's intercollegiate athletics must be approved by the Athletic Board. (CF 56-12)

b) All women's athletic teams engaging in intercollegiate contests come under the jurisdiction of the Athletic Board. (CF 59-22)

185. ACADEMIC DISHONESTY

.1 Procedures. Instructors shall report alleged dishonesty to the Dean. Students are requested to cooperate by reporting cases of observed dishonesty. The Dean, a permanent member from the Faculty, together with the reporting instructor, the student's adviser, and another instructor acceptable to the student, will form a committee to investigate the complaint. When the Committee votes on the disposition of the case, the reporting instructor will have no vote.

a) In all cases the student, his adviser, or the complaining instructor may appeal to the Faculty.

b) In all proceedings the student shall be permitted to make an oral or written statement, and he may be represented by a faculty member who may or may not be his adviser.

.2 Penalties

First offense: maximum penalty, loss of credit for the course; imposition of a greater penalty requires concurrence of the Faculty.

Second offense: maximum penalty, dismissal from the College.

195. ACADEMIC CALENDAR

The academic calendar shall be prepared according to the following rules, the particular calendar of the College being subject to coordination with University dates (such as Commencement) and with the calendars of the other Schools.

.1 Procedure

a) About three years prior to the opening of a particular college year, the Registrar shall draw up a tentative academic calendar for that year and circulate it among the persons concerned, with a request for comments and improvements.

b) About two and a half years prior to the opening of the college year, the proposed academic calendar for that year shall be submitted to the Faculty for adoption.

c) Thus, the Faculty shall adopt an academic calendar for a particular year in the spring term two years prior to the year concerned, that calendar becoming the basis for determining the dates of all other events.

.2 Details

a) There shall be an orientation period preceding the opening of classes in the fall during which registration shall take place.

b) Each term shall consists of not more than 75 class days, plus days for examinations.

c) So far as possible each term shall contain not fewer than thirteen days for each day of the week for class meetings.

d) The first semester shall be completed not later than December 22 each year.

e) There shall be a spring recess of one week placed as near the middle of the semester as possible. (CF 70-21)

f) Classes are to be held as usual on Columbus Day, Veterans' Day, Election Day, and Lincoln's and Washington's Birthdays.

g) The class schedule shall be arranged on a five-day basis, Monday through Friday. (CF 62-22)

h) Reading Period. A Reading Period shall be instituted twice during the regular academic year, during which classes should be suspended for the purpose of enabling students to complete their work; the time chosen for Reading Period shall be in each semester the last week before final examinations; during Reading Period all extracurricular activity on campus shall be limited to the minimum.

i) January Program. The calendar will include a January Term period of approximately four weeks. The program is to be wholly voluntary for both faculty and students and may include both credit courses conducted by faculty and non-credit courses conducted by students. Participating faculty offering credit courses will be given extra compensation and participating students will pay a separate tuition for this period; tuition income for the program is expected to meet all direct (out of the pocket) costs on two course-by-course basis. (CF 73-) (CF 74-45) (CF 74-46)

j) Summer Session. A summer term consisting of two four-week sessions was scheduled in 1974 and again in 1975. As yet the faculty has made no permanent regulations for summer terms. The relevant faculty actions to date are in the minutes of February 22, March 1, November 1, 1974.

200. The Faculty (CF 67-45) (CF 75-67)

.1 Composition and Voting Rights[1]

a) Voting members of the faculty shall be:

1) All those who hold full time teaching appointments and who teach regularly in college ("regular" teaching in college shall mean regular teaching during the fall and spring semesters, and does not include January, summer school, or CEW courses).

2) The President of the University and the Dean of the College.

3) All administrative staff who have been accorded the vote by past faculty action during their incumbency in office.

4) Other members of the University who are granted membership with vote, upon recommendation of the Committee on the Faculty and approval by the Faculty.

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[1] Action CF 75-67, upon which 200.1 is based, took cognizance of past faculty actions which had been taken with reference to individuals. The following individuals are voting members for the duration of their incumbency in their present positions: Elynor Erickson, David Forrest, Barent Johnson, Arthur Jones, John Pepin, Kurt Remmers, Alton Sawin. The following person is a member with voice but without vote: Evelyn Meyer. This status does not pass to their successors.

5) The College Chaplain

b) Members of faculty with voice but without vote shall be:

1) All those who regularly teach part-time in the College.

2) The Director of Admissions, Dean of Student Services, Dean of Residential Life, Director of the Counseling Center.

3) Other members of the administration to whom, by virtue of their office, membership is extended in the University By-Laws.

c) Participants with voice but without vote shall be:

1) Vice Presidents of the University, Dean of Continuing Education, Directors of Career Planning and Placement, Computer Center, Instructional Services, Reference Librarians.

2) The President of the CLA Student Government and the student members of the Budget and Program and Curriculum Committees.

3) Members of the University who are admitted as participants without vote upon recommendation of the Committee on the Faculty and approval of the Faculty.

d) A representative of the Public Affairs Office and of the Acorn shall be admitted without voice or vote.

e) Regular attendance at Faculty meetings is expected as a part of the professional responsibility of every faculty member.

f) Ex-officio members of faculty committees shall be accorded the vote in committee regardless of their voting status in the Faculty as a whole.

.2 Faculty voting procedures

a) Routine questions shall be decided by voice vote. Either at the discretion of the presiding officer or at the request of any voting member, the voice vote shall be confirmed by a show of hands.

b) A secret ballot shall be used under the following conditions:

1) to select Faculty members for any appointment for which the Faculty designates its representatives.

2) to effect any major policy decision when the presiding officer so elects or when requested by any three Faculty members.

The count of such secret ballots shall be recorded in the minutes.

c) A roll call vote shall require authorization by the Faculty on motion duly seconded and voted. (CF 67-36)

d) Minutes of Faculty Meetings will be released to the President of Student Government, Speaker of the Student Senate, and Editor of the Acorn and posted in an appropriate place at the time they are distributed to faculty members. (CF 70-33)

.3 Student Representation at Faculty Meetings

a) The faculty chairman of a committee may invite one or more students on the committee to be present at a faculty meeting during the time when the committee presents an item on the agenda, and such a student may have a voice but no vote.

b) When appropriate, the Dean may invite a student or students to be present at a faculty meeting during the discussion of any item on the agenda.

c) Executive session: when the Faculty deems it desirable in order to consider items of a confidential nature, it may, by a simple majority vote, resolve itself into executive session excluding the student representatives.

.4 Organization and Functioning of Faculty Committees

a) General Principles. All standing committees are agencies of the Faculty established for the effective discharge of responsibilities assigned to the Faculty by the University Constitution. The role of a committee is to consider both by referral and on its own initiative, matters that are appropriate under its faculty assigned responsibility. No committee shall make final decisions unless it has been authorized by the faculty to act in its name. The primary function of the committee is to acquire necessary information and develop options and alternatives which it reports to the faculty, indicating its choice among the possible actions. Committees may be asked to consider and make recommendations on matters that affect the college but which are not subject to decision by its faculty. Advice may be given, but specific recommendations shall not be made without also informing the faculty whose agent the committee is. Committees may also be authorized to act on those routine matters which it is appropriate and necessary that the Faculty continuously monitor and oversee. Committees shall not be expected or required to perform administrative functions or act as agents of other than the Faculty.

b) All committees shall keep the Faculty regularly informed of their agenda. Insofar as possible, their chairmen shall, either by circulation of memoranda or through the faculty meeting agenda, indicate the nature of recommendations the committee is developing, thus permitting faculty members to voice concerns and to offer opinions before a formal recommendation shall be ready for submission.

c) No committee shall be responsible to any other committee, though any committee may request an opinion or advice from any other committee. If any committee feels that an item has been inappropriately referred to it, its chairman shall forward it to the appropriate committee, advising the item's originator of this referral.

d) There shall be no standing subcommittees. Any standing committee may, if it wishes, establish ad hoc subcommittees or task forces to advise and assist it on specific matters.

e) The Faculty may authorize ad hoc committees for specific purposes. Such ad hoc committees shall terminate automatically within 12 months of their creation unless they request and the Faculty approves an extension of time to complete the assignment.

f) Any committee report requesting specific action or formal faculty decision shall be in writing and shall include a specific wording for the proposed faculty action, and a summary of the reasons for the requested action. Such a report shall reach each voting member not less than 72 hours before the time of the meeting at which the request is to be considered.

g) All committees shall keep minutes to record actions taken. After each meeting the secretary shall send one copy of the minutes to the Office of the Dean for file. Each chairman shall transfer the cumulative minutes to his successor.

h) Each committee in the course of each academic year should make a written or oral report to the Faculty, including a summary in written form.

i) If the faculty has granted to a committee power to act in its name, the committee shall, through the Dean of the College, advise the Faculty of decisions taken under that authority. Such decisions shall not be put into effect less than five academic days after such notice has reached the faculty. If any two voting members of the faculty advise the committee and the Dean of the College that they object to a specific decision, it shall not take effect until the matter has been considered by the whole faculty at either the next regular or special meeting. This restriction shall not apply to decisions by the Committee on Academic Standing that affect individual students or comparable decisions affecting individuals by other committees.

.5 Committee Membership. General Rules

a) Unless otherwise provided by the Faculty, all faculty members of committees are appointed by the Dean of the College, who shall designate one member as chairman. Student members are appointed jointly by the Dean and the President of the Student Government. All appointments are subject to the approval of the faculty.

1) Unless otherwise provided, all committees are appointed annually.

b) There shall be fairly regular rotation of committee assignments. The usual practice shall be for a faculty member to serve on any committee for two successive years, resulting in one half of the committee membership being new each year.

c) First year instructors will not ordinarily be appointed to standing committees. Part-time members may be appointed to standing committees if their training or experience is especially appropriate.

d) When a committee is composed of both elected and appointed members, the elected members shall be chosen first. If elections are both by divisions and at large, the divisional elections shall occur first.

e) No teaching member of the Faculty shall hold more than two memberships, including one chairmanship, on standing committees, unless otherwise prescribed in these regulations.

f) All committees designed by the faculty as standing committees shall be chaired by voting members of the faculty who have full-time teaching responsibility. If a committee is to choose its own chairman, the Dean of the College shall serve as or designate a convenor for a first meeting.

.6 Standing Committees of the Faculty

a) Committee on Budget and Program. This committee shall propose to the Faculty educational policies designed to implement long-range plans developed by it, or by other entities, for the College and the University. It shall advise the Dean of the College, and on occasion the President and the Board of Trustees, on planning and budgeting. Though concerned with each annual budget, it shall try to anticipate impacts and consequences two and three years in advance. It shall consult with and advise University Senate or University Faculty Committees concerned with budgets and programs. New programs or major revisions of existing programs shall be considered by the committee before Faculty approval is given.

1) Membership. The committee shall consist of:

(i) A faculty chairman elected annually by the faculty. This election shall occur during the spring semester of each year; the current committee shall recommend to the faculty two nominees, choosing faculty members who currently serve on the committee or have done so within the two preceding years. A chairman shall not normally serve two consecutive terms and shall receive a three semester hour reduction in teaching load during the term in office.

(ii) The three division chairmen as elected by the Division.

(iii) One additional member of each division nominated by the Dean and approved by the faculty, <u>at least one of whom shall be an assistant professor</u>.

(iv) Three students, one from each Division. Each must be a declared major in the Division at the time of the election and remain so during the term of office. Nomination and election shall be by procedures approved by the faculty.

(v) The Dean of the College and the University Registrar.

b) <u>Committee on Curriculum</u>. This committee shall be concerned with the current instructional operation of the College. Especially shall it be concerned that curricula, requirements for majors, and similar matters be consistent with educational policies approved by the faculty. Subject to the limitations and procedures specified in Faculty Regulations (200.209) the committee is empowered to approve individual course changes and routine modification of requirements for majors as proposed by departments and recommended by divisions. It shall not approve creation or discontinuance of majors or programs but shall make recommendations to the Faculty on such proposals. It shall receive and act upon requests for special majors. It shall oversee, with power to act on routine matters, field trips, field work, and off-campus programs. It shall be concerned with quality of teaching, pedagogical innovation and related matters, offering advice and encouragement to individuals and groups and making reports and recommendations to the Faculty.

1) The committee shall consist of:

(i) Three faculty members, one from each Division, elected by the divisions.

(ii) Three faculty members, one from each Division, nominated by the Dean and confirmed by the Faculty.

(iii) Three students, one from each Division. Requirements for membership and procedures for choosing student members shall be the identical with those specified for student members of the Budget and Program Committee.

(iv) The Dean of the College and the University Registrar.

(v) The Committee shall be chaired by one of the six faculty members, nominated by the Dean and approved by the faculty. A chairman shall receive a three semester hour reduction in teaching load during the term in office.

c) The Committee on Faculty shall consider all matters of concern to faculty having to do with membership, faculty responsibilities, compensation policy, fringe benefits, promotion, tenure, retention, academic freedom, and the quality of faculty life. It shall make recommendations on these matters to the Dean of the College, the faculty, any appropriate University Faculty or University Senate committees, the President of the University, and the Board of Trustees. It shall also advise the Dean of the College on policies and operations in connection with sabbatical leaves and faculty travel. On or before the date required by the University By-Laws the Committee shall consider each member of the faculty eligible for promotion, tenure, reappointment or termination, and report its recommendation to the Dean of the College.

1) The committee shall consist of one full professor elected by each division and two other full time members of the faculty; it shall choose its chairman.

2) Divisional representatives shall be elected simultaneously with the Division Chairmen and shall serve for two years. The at-large representatives shall be elected in alternate years and serve for two years.

d) The Committee on Academic Standing shall be concerned with the academic performance of the students, with power to act on individual student requests and on standing and retention of individuals. It shall also make recommendations to the faculty on policies for academic progress and standing, evaluation, retention, and graduation of students.

1) The membership of the committee shall consist of:

(i) Three faculty members, one from each Division.

(ii) Three students, one from each Division. At the time of appointment students shall be degree candidates in good standing and shall have completed not less than three nor more than five semesters toward their degrees. They shall serve for the balance of their college enrollment if they remain in good standing and continue to make normal progress toward their degrees.

(iii) The Dean of the College, the University Registrar, the Deans of Students, the Director of the Counseling Center, and the Director of Admissions, or a representative of that office, without vote.

(iv) The committee shall be chaired by one of the three faculty members nominated by the Dean and approved by the faculty.

e) The Committee on Admissions Policy shall make recommendations to the College, the Director of Admissions and the Faculty on admissions policy and requirements for admissions. It shall advise the Director of Admissions and the Office of Resources on matters of recruitment and admission practice, including financial aid needs and practices. Decisions on individual applications for admission shall be the responsibility of the Director of Admissions.

1) The committee shall consist of

(i) One member of the faculty elected by each Division.

(ii) Three students, degree candidates in good standing; none shall have completed less than two or more than six semesters towards their degrees at the time of appointment.

(iii) The Committee shall be chaired by one of the faculty members, elected by the committee.

f) The Committee on Student Concerns shall review in depth undergraduate student life on the Drew campus and make such recommendations to the faculty and through the Faculty to the President and Board of Trustees as may be needed; serve as an advisory committee both to the office of the Dean of Students and to the Student Government; represent the faculty in the interpretation of policies and regulations of that body; and plan and direct the program of orientation for students at the beginning of and during their first year at Drew.

The Committee shall meet regularly, at least once per month. One meeting per year shall be of at least a full day's duration; if possible, it shall be at an off-campus location.

If either the Dean of Students or the President of the Student Government deem that a matter requires prompt consideration, a special meeting shall be called, provided that at least 48 hours notice of the time and purpose of such special meeting is given all members of the Committee.

1) The membership of the committee shall consist of:

(i) The Deans of Student Services and Residential Life, the Chaplain of the College, the Director of the Counseling Center, the President of the Student Government.

(ii) Three members of the faculty, nominated to two year terms by the Dean of the College and approved by the faculty. The terms shall be staggered so that all do not expire at the same time.

(iii) Three students, one sophomore, one junior, and one senior, appointed by the President of the Student Government for the duration of their enrollment as undergraduates.

(iv) Three students, elected by the CLA student body for one year terms.

(v) The committee shall be chaired by one of the members of the faculty, elected by the committee.

g) The Committee on Academic Dishonesty (see #185.1)

h) Committee on Honors. There long was an Honors Committee. In 1967 (CF 67-45) it became a major subcommittee of the Committee on Scholarship. In 1974, at the time the present structure was approved, the faculty (CF 74-38) voted that "there be an immediate initiation of steps to make the Honors Program a part of the instructional program of the college" and that "the present Honors Program shall be maintained for 1974-75 by an ad hoc Committee on Honors as a temporary successor to the Subcommittee on Honors." No further action has been taken.

210. DEPARTMENTS OF INSTRUCTION AND DIVISIONS

.1 Departments of Instruction shall be organized into the following three Divisions: (CF 67-57)

Division A (Language and Literature and the Arts)
Art, Classics, English, French, German and Russian, Music, Spanish, Theatre Arts

Division B (Science, Mathematics, and Physical Education)
Botany, Chemistry, Mathematics, Physics, Zoology, Physical Education

Division C (Social, Philosophical and Religious Studies)
Anthropology, Economics, History, Philosophy,
Political Science, Psychology, Religion, Sociology

.2 Divisions: Nature and Function

a) The Division is an educational and quasi-administrative unit which is intended to provide for the curricular coordination and closer working together of departments whose subject matter areas are related. Although it is not intended that the Division shall be a primary administrative unit handling the detailed specifics of the various subject matter areas, it is intended that it shall be an effective working unit whose primary objective shall be to oppose any tendencies within the educational institution to fragment into specific, specialized curricula functioning in isolation from each other.

b) The organization of the divisions shall be determined by the Faculty. Changes in divisional organization may be made by the Faculty after consideration of such proposals by the Educational Policy Committee. Each Division shall elect from among its members a chairman who shall serve for a two-year period. The choice of the Chairman shall be limited to Associate Professors or Professors who have been members of the faculty for at least three years. Each of the Divisions shall determine those members eligible to vote on division questions, including or excluding part-time personnel. Voting lists shall be certified by the Chairman of the Division to the Committee on Faculty and through it, to the Faculty annually. (CF 67-50)

c) The Division shall have the following specific responsibilities:

1) To provide for the integration of the specific curricular areas that come within its jurisdiction and to provide for appropriate interdepartmental and interdivisional courses and major programs.

2) To consider and, if approved, such new courses or changes in existing courses as are proposed by the members of the Division.

3) To forward any proposals which the Division considers educationally desirable and which need Faculty approval to become effective.

4) To consider and decide upon specific modifications of major requirements which may be requested by individual students.

5) To allocate funds which may be budgeted on a divisional basis.

d) The Division shall also perform those advisory and informative functions which will facilitate its basic purpose. Among such functions, the following are to be regarded as usual and normal:

1) To request information for and assist in preparation of reports to the faculty committee, the Faculty of the College, or the University administrative officials.

2) To assist the Dean in maintaining equitable teaching loads.

3) To advise on schedule, allocation of space, and budgetary problems.

4) To consider and make recommendations concerning any other matter which it deems important to the effective achievement of the educational purposes either of its curricular area or of the college as a whole. Such consideration may either be initiated by the Division itself or at the recommendation of any of its member departments.

e) The failure of a division to approve a recommendation initiated by a department or individual faculty member shall not be regarded as a bar to its consideration by any faculty committee or the Faculty; the organizational nature of the college is and should remain sufficiently flexible so that the right of appeal should be recognized by all parties.

.3 Departments

a) Departments are the units for representing and administering the specific subject matter areas of the College. Usually a department corresponds to a major field. However, it may serve simply as an appropriate administrative mechanism even though policy or budgetary limitations prevent the offering of a major in the subject it represents.

b) The department functions primarily as an administrative unit offering and supervising instruction in its subject matter area. To do this effectively the department must have an administrative head, normally a senior member of the department with full professorial rank, although the Dean or the President may designate otherwise in special cases. The department chairman shall be appointed every five years. Normally the chairmanship will then be changed, but if good reasons exist the same person may be reappointed. The decision shall be made by the Dean in consultation with the department concerned and the Committee on the Faculty. (CF 74-53)

c) The specific responsibilities of the department shall include the following:

1) To offer the specific courses authorized in its subject area.

2) To propose and communicate to the Division, and if necessary to the Educational Policy Committee, any changes in curricular offerings of major requirements that it deems advisable.

3) To serve as the administrative unit in departmental budgetary matters.

4) To advise students majoring in the particular field.

5) To discuss with the Dean educational matters affecting the quality of instruction in its subject area.

d) The specific responsibilities of the department head shall include the following:

1) To facilitate the conduct of all departmental activities.

2) In consultation with all members of the department, to direct curriculum planning and revision.

3) To arrange that each student majoring in the departmental subject area shall have a member of the department assigned as his specific academic adviser.

4) To consult with the members of the department and present the departmental opinions to the Dean of the College when changes of personnel are to be made.

5) To represent or designate representation of the department on interdisciplinary committees.

6) After consultation with the other members of the department, to arrange the preparation and administration of departmental portions of degree comprehensive examination.

7) To present to the Dean of the College, on behalf of the department, proposed departmental budgets and other pertinent budgetary matters.

8) To be responsible to the Treasurer's Office for the specific administration of the departmental budget, signing all requisitions and approving all charges against the departmental budget.

e) The Department Chairman shall provide a written evaluation of each member of the Department at least once a year (e.g., end of spring vacation). The evaluation shall include comments on:

1) Teaching ability: e.g., methods, effectiveness, ability to motivate, clarity of presentation, testing procedures, demonstrated knowledge of the subject, etc.

2) Relations with students: openness to consultation, respect for and by the students.

3) Member of department: indication of effectiveness as a committee member or of other contributions to the work of the college and/or the University.

4) Scholarship: notation of publications, public lectures or papers delivered at professional meetings, concerts, exhibitions, performances, work-in-progress etc. (CF 74-56)

f) The Department Chairman shall discuss the written evaluation with the individual, who shall initial it and add whatever comments seem appropriate. The Chairman shall then send the evaluation to the Dean's office for transmission to the Committee on Faculty. (CF 74-56)

220. FACULTY TRAVEL ALLOTMENTS (CF 63-47)

.1 The annual budget appropriation for College Faculty Travel is to be administered (CF 74-36) under a general policy which include the following provisions:

a) To receive a grant for this purpose a faculty member should be full-time and a member in good standing of the convening professional society or organization.

b) Each faculty member is eligible for but one grant during a fiscal year, but a second grant may be considered where the individual is participating to the extent that his name is included on the official program as a participant.

.2 Reimbursement will ordinarily be made for these expenses:

a) Transportation
b) Hotel room
c) Registration fee
d) One society dinner and per diem for meals

.3 Ordinarily payment of 50% of approved expenses will be made promptly upon return from meeting; as much as possible of the other 50% will be paid at the end of the fiscal year by dividing funds on a pro rata basis. If a member presents a paper or if expenses do not exceed $25, the entire approved expenses will be paid.

.4 Application for expenses must be filed with the Dean no later than November 1 to assure consideration, but later applications up to three weeks before the date of the meeting will be considered if the funds permit.

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